

SECTION 2-06.0.0: DEVELOPMENT PACKAGE (TENTATIVE PLATS AND SITE PLANS)

Section

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2-06.1.0 GENERAL

1.1 Purpose

This standard has been prepared for the purpose of informing applicants of the submittal and review requirements for [development package documents](#) to assure proper and adequate information is presented in a consistent manner, thereby providing the basis for an efficient and timely review. The [development package documents](#) are prepared in support of applications for building permits and related reviews.

The information that is requested establishes the basis upon which the project will be approved and could affect what is required of the property in the future, should there be a proposal for expansion or for a different use of the property.

This standard does not waive any applicable city regulations or codes.

1.2 Applicability

This standard shall be used for all site plans and tentative plats submitted to PDSD for review.

2-06.2.0 APPLICATION SUBMITTAL REQUIREMENTS

Development Package applications are available from PDSD. Completed applications and accompanying materials shall be submitted to PDSD. Incomplete or inaccurate applications will not be accepted, nor will any application in which the pre-application conference or neighborhood meeting requirements have not been met. The types of documents and the specific number of copies required of each of the documents are on the PDSD website or may be obtained from PDSD. Resubmittals of development packages require a comment response letter that details how all previous comments have been addressed. Provide the same number of copies of the comment response letter as plans provided.

The following documents and information shall be submitted upon application:

2.1 Application Form

A completed application signed by the property owner or authorized designee;

2.2 Development Package

A development package must be prepared to the format and content requirements described herein;

2.3 Related Reviews

In addition to the plan process, a project may require review for other types of plans and documents. The applications for those processes are submitted to the appropriate department for review and approval. These related reviews can be applied for so that review can occur concurrently with the development package application. However, it must be understood that, should the related application be approved subject to conditions or denied, this may affect the [development package documents](#);

2.4 Concurrent Reviews

The development package is designed to allow for concurrent review of any site related reviews. Concurrent review means that all plans and documents needed for the review are submitted as one package. Examples of site related reviews include but are not limited to: site plans, landscape plans, NPPO plans, water harvesting plans, grading plans, SWPPP plans, floodplain use permits, and overlay reviews. Separate applications are often required for the different site related reviews even if the plans are submitted concurrently; and,

2.5 Fees

Fees in accordance with Section 4-01.0.0, *Development Review Fee Schedule*.

2-06.3.0 FORMAT REQUIREMENTS

3.1 Each sheet shall measure 24 inches by 36 inches and include a minimum one inch margin on left side and one-half inch margin on all other sides to facilitate efficient record keeping. A larger sheet format may be used with the approval of the Planning and Development Services Department (PDSD).

3.2 All mapped data shall be drawn at an engineering scale having no more than 50 feet to the inch. This scale is the minimum accepted to assure the plan will be legible during review and when digitized and/or reduced for record-keeping purposes. The same scale shall be used for all sheets within the set. Smaller scales (60:1 or greater) may be used for some or all of the sheets with the prior approval of PDSD when it is determined legibility and the ability to be digitized and/or reduced for archiving will not be affected.

3.3 All lettering and text (upper or lower case), and numbering, shall be a minimum of three-thirty-seconds inches in height to assure the plan will be legible during review and when digitized and/or reduced for archiving.

3.4 A title block shall be provided in the lower right quadrant of each sheet.

3.5 A three-inch by five-inch space shall be reserved in the lower right quadrant of each sheet for an approval stamp.

- 3.6** Provide a blank three-inch by five-inch block in the lower right corner of the plan adjacent to the title block on the first sheet of the development package for use by Pima County Addressing.
- 3.7** A small, project-location map shall be provided in the upper right corner of the cover sheet.
- 3.8** The north arrow, contour interval, and scale as applicable to each sheet should be placed together in the upper right corner of each sheet.
- 3.9** The plan drawing shall be oriented with north toward the top of the sheet. If it is not practical to orient north to the top of the sheet, the plan drawing shall be oriented with north to the left side of the sheet.
- 3.10** A legend that shows and describes all symbols used on the drawing is to be provided, preferably on the first sheet.
- 3.11** A key plan (if provided) shall be located on the first sheet.
- 3.12** An index of sheets in the development package shall be provided on the first sheet.

2-06.4.0 CONTENT REQUIREMENTS

- 4.1** The name, mailing and email addresses, and phone number of the primary property owner of the site, the developer of the project, registrant(s), and other person(s), firm(s), or organization(s) that prepared the [development package documents](#) shall be provided on the right half of the cover sheet. The applicable registration or license number shall be provided if prepared by or with the assistance of a registered professional, such as a surveyor, architect, landscape architect, or engineer. All sealing shall be consistent with Arizona Board of Technical Registration guidelines.
- 4.2** The title block shall include the following information and be provided on each sheet:
- A. The proposed name of the project or subdivision, or if there is no name, the proposed tenant's name;
 - B. A brief legal description and a statement as to whether the project is a resubdivision are to be provided. On resubdivisions, provide the recording information of the existing subdivision plat;
 - C. The number of proposed lots and common areas are to be noted. If the subdivision is a Flexible Lot Development (FLD), a condominium, or a similar type of residential subdivision utilizing special provisions of the UDC, it shall be so noted;
 - D. The administrative street address; and,
 - E. The page number and the total number of pages in the package (i.e., sheet xx of xx).
- 4.3** Relevant case numbers (development package document, subdivision, rezoning, board of adjustment, DDO, MDR, DSMR, overlay, etc.) shall be provided adjacent to the title block on each sheet.
- 4.4** The project-location map to be located on the first sheet of the development package in the upper right corner, shall cover approximately one square mile, be drawn at a minimum scale of three inch equals one mile, and provide the following information.
- A. Show the subject property approximately centered within the one square mile area;

B. Identify major streets and regional watercourses within the square mile area and all streets that abut the subject property; and,

C. Section, township, and range; section corners; north arrow; and the scale will be labeled.

4.5 When the [development package documents](#) consists of more than one sheet, a sheet index (a legible drawing of the site showing the area represented on each sheet) is to be placed on the cover sheet or the second sheet.

4.6 If the project is located within the boundaries of a Planned Area Development (PAD) zone, include a reduced-scale map of the PAD on the first sheet, indicating the location of the portion being developed.

4.7 General Notes

The following general notes are required. Additional notes specific to each plan are required where applicable.

A. Zoning and Land Use Notes

1. List as a general note: "Existing zoning is ____."
2. List the gross area of the site/subdivision by square footage and acreage.
3. If the plan/plat has been prepared in conjunction with a rezoning application, add the following note next to the existing zoning note: "Proposed zoning is ____." List the applicable rezoning file number and conditions of approval. Also place the C9-__-__ (if applicable) and the plan/plat file numbers in the lower right corner of each sheet.
4. Identify the existing and proposed use of the property as classified per the UDC. List all UDC sections applicable to the proposed uses.
5. On residential projects, list the total number of units/lots proposed.
6. If a plan or plat is prepared in conjunction with other applications or overlays or the parcel being developed is subject to conditions of an application processed previously, additional information must be added to the plan. Such applications and overlays include, but are not limited to: annexations; rezonings; special exceptions; Board of Adjustment variances; Design Development Options; Technical Standard Modification Request; overlays (Airport Environs Zone, Environmental Resource Zone, Gateway Corridor Zone, Hillside Development Zone, Historic Preservation Zone, Major Streets and Routes, Rio Nuevo District, Scenic Corridor Zone, WASH); Modification of Development Regulations through the Downtown Area Infill Incentive District or Rio Nuevo District; Downtown Heritage Incentive Zone; or, Design Review Board. Provide the following information on the plan.
 - a. List additional applications and overlays, by case number (if applicable), in lower right corner of each sheet. As a general note provide the type of application processed or overlays applicable, a statement that the project meets the criteria/conditions of the additional application or overlay, the case number, date of approval, what was approved, and the conditions of approval, if any.
 - b. If there is more than one lot within the site, the note should specify which lots are affected by the additional applications or overlay zones.

c. If the property includes Protected Riparian Area add a note stating that the project is designed to comply with Technical Manual Section 4-02, *Floodplain*, WASH, and ERZ Standard, specifying all lots impacted and including a total for the regulated area and the Protected Riparian Area.

7. If the property is part of a subdivision plat that is being reviewed or has been recorded, provide the case number in the lower right corner of each sheet. As a general note, indicate whether the project is part of a Flexible Lot Development (FLD), condominium, or another similar type project.

8. For [development package documents](#) provide:

- a. Floor area for each building;
- b. Percentage and area in square feet of building and accessory building coverage;
- c. Percentage of building, lot area, or vehicular use area expansion. If the building(s) or lot area have been previously expanded, those calculations shall be included; and,
- d. When the proposed site is part of a larger site, the calculations encompass the entire site, whether existing or proposed. If the project is being phased, calculations must show that, at each phase, requirements are being met.

B. Drainage Notes

List the following notes as appropriate:

1. List the following notes on all plans/plats:

“The developer, any successors and assigns, will hold the City of Tucson, its officers, employees, and agents harmless from any and all claims for damages related to the use of this development as shown hereon, now and in the future, by reason of flooding, flowage, erosion, or damage caused by water, whether surface flood or rainfall.”

2. If applicable, list the following notes and complete the blanks.

a. “The following lots are affected by the City of Tucson Floodplain Regulations: _____.” (List the lots affected by lot number.)

In the case of one lot development, substitute the words, “This project is affected by the City of Tucson Floodplain Regulations.”

b. “A floodplain use permit and/or finished floor elevation certificates are required for the following lots: _____.” (List the lots affected by lot number, or in the case of a one lot development, place a period after the word “required” and delete the remainder of note.

3. List the following note on all [development package documents](#):

“Drainage will remain in its natural state and will not be altered, disturbed, or obstructed other than as shown on this site plan.”

C. Streets and Roads Notes

1. List the following note if applicable: “All new public roads within and adjacent to this project will

be constructed in accordance with approved plans. Construction plans will be submitted to the City Engineer's Office for review and approval."

2. List the following note on all [development package documents](#): "No structure or vegetation shall be located or maintained so as to interfere with the sight visibility triangles in accordance with Section 10-01.5.0, *Sight Visibility*, of the Technical Standards Manual."

3. Provided the following notes as applicable:

- a. "Total miles of new public streets is _____."
- b. "Total miles of new private streets is _____."

D. Utilities Note

All [development package documents](#) are to include the following note: "Any relocation or modification of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public."

E. Wastewater Management Notes

List the following notes as appropriate.

1. If public sewers are proposed, the following notes will appear on the plan/plat, as applicable.

a. The following notes will be placed on all plans/plats.

1) "On-site sanitary sewers will be public and will be designed and constructed to Pima County Wastewater Management Department [Standards](#) and must be accepted and released for service by Pima County Wastewater Management prior to the issuance of sewer connection permits."

2) "A project Construction Permit must be secured from Pima County Wastewater Management before beginning any work on this project."

b. The following note will be placed on all plans/plats in instances where off-site sewer construction is required: "The required off-site public sanitary sewer line will be designed and constructed to Pima County Wastewater Management Department [Standards](#)."

c. The following note will be placed on all plans/plats in instances where off-site augmentation is required: "The required off-site public sanitary sewer augmentation will be designed and constructed to Pima County Wastewater Management Department [Standards](#)."

d. The following note will be placed on all plans/plats if the proposed project is a commercial or industrial project: "Any wastewater discharged into the public sanitary sewerage system shall meet the requirements of Pima County Ordinance No. 1991-140, or as amended."

2. The following notes will be provided on the plans/plats if private sewers are proposed for construction on the property.

a. "On-site sanitary sewers will be private and will be constructed, operated, and maintained on a private basis. The location and method of connection to an existing public sanitary sewer is subject to review

and approval by the Pima County Wastewater Management Department at the time of submittal of plumbing or building plans.”

b. “A property owners’ association will be formed to accept responsibility and liability for construction, maintenance, operation, and control of all private sewers.” (This applies only if there is more than one lot within the development.)

If no homeowners’ association is being formed, use the following note: “Maintenance and operation of the private sanitary sewer to its point of connection to the public sanitary sewer is the responsibility of each and every property owner within this development.”

3. The following note shall be placed on a plan/plat proposed for commercial or industrial use: “Any wastewater discharged into the public sanitary sewerage system shall meet the requirements of Pima County Ordinance No. 1991-140, as currently amended.”

4. The following note will be provided if public and private sewers are proposed for construction or if public sewers are existing: “On-site sanitary sewers, except public sewers within public sewer easements or rights-of-way, will be private and will be constructed, operated, and maintained on a private basis. The location and method of connection to an existing public sanitary sewer is subject to review and approval by the Pima County Wastewater Management Department at the time of submittal of plumbing or building plans.”

5. The following note will be provided on the development review documents if private disposal systems will be provided: “Sewerage disposal for lots ____ through ____ will be by private individual disposal systems. Conceptual approval by the Pima County Department of Environmental Quality for private individual disposal systems will be obtained prior to approval of the [development package documents](#).” (In the case of a one lot development, delete “. . . for lots ____ through ____ . . . “ on the first line.)

F. Trails Notes

List the following notes as appropriate.

1. If a trail or path is proposed, provide a note, as appropriate, indicating that a trail or path will be constructed for public or private use, the general location of the trail or path, and whom it will be constructed and maintained by. If it is intended to connect to an offsite feature, such as an exiting trail, wash, sidewalk, road, commercial or residential development, etc., so indicate. If the trail or path is to be dedicated, indicate the method of dedication.

2. If a new trail or path will be constructed, add the following note, as appropriate: “All new onsite and offsite trails or paths constructed in conjunction with this project will be constructed in accordance with approved plans. Construction plans will be subject to the review and approval of the city’s Parks and Recreation Department, and, if requested, Pima County Natural Resources, Parks and Recreation.”

3. The Eastern Pima County Trails System Master Plan does not show any trails on or adjacent to the development site.

4.8 Existing Site Conditions

The following information shall be provided on the plan/plat drawing to indicate the existing conditions on site and within 50 feet of the site. On sites bounded by a street with a width of 50 feet or greater, the existing

conditions across the street will be provided.

A. Provide site boundary/subdivision perimeter information, including bearing in degrees, minutes, and seconds, with basis for bearing noted, together with distances in feet, to hundredths of a foot, or other functional reference system.

B. All easements shall be drawn on the plan. The recordation information, location, width, and purpose of all easements on site will be stated. Blanket easements should be listed in the notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or have been abandoned, so indicate. However, should the easement be in conflict with any proposed building location, vacation of the easement shall occur prior to approval of plan unless written permission from easement holder(s) is provided.

C. The following information regarding existing private or public right-of-way adjacent to or within the site shall be provided: the name, right-of-way width, recordation data, type and dimensioned width of paving, curbs, curb cuts, and sidewalks.

D. The following information regarding existing utilities shall be provided: the location and size of water wells, water pumping plants, water reservoirs, water lines, fire hydrants, sanitary and storm sewers, including the pipe diameter and the invert and rim elevations of all manholes and cleanouts; the Pima County Wastewater Management Department (PCWMD) reference number; locations of gas lines, electric and telephone lines, poles, and communications cables, on-ground junction boxes, and street lights. If water mains and sewers are not located on or adjacent to the tract, indicate the direction, distance to, and sizes of those nearest the property.

Identifying the locations of all utilities and service equipment immediately adjacent to the project is especially important in situations where pedestrian and vehicular access and circulation or landscaping can be in conflict. By knowing the location of the existing utilities, design of the project can take those elements into consideration and can help avoid expensive and time-consuming relocation of utilities, major redesign, or requests to vary regulations after commencement of construction.

E. Indicate the ground elevation on the site based on City of Tucson Datum (indicate City of Tucson field book number and page).

1. For land that slopes less than approximately 1%, contour lines shall be drawn at intervals of not more than one foot. Spot elevations shall be provided at all breaks in grade and along all drainage channels or swales and at selected points not more than 100 feet apart in all directions.

2. For land that slopes between approximately 1% and 5%, contour lines shall be drawn at intervals of not more than two feet.

3. For land that slopes more than 5%, contour line intervals shall be drawn at five-foot intervals. If the property is subject to the Hillside Development Zone (HDZ), the contour lines are to be drawn at intervals which satisfy the specific requirements of the HDZ and Section 9-01.0.0, *Hillside Development Zone*, of the Technical Standards Manual.

4. If applicable, protected peaks and ridges shall be delineated on the plan/plat.

F. Existing storm drainage facilities on and adjacent to the site will be shown.

G. Other significant conditions on the site, such as major rock outcrops, structures, fences, walls, etc., shall

be shown. These elements should be indicated in a different line weight than the proposed improvements and labeled "to be removed" or "to be retained."

H. Conditions on adjacent land significantly affecting the design of the project will be shown, such as the approximate direction and gradients of ground slope; character and location of adjacent development; and drainageways, arroyos, ditches, and channels, including their existing conditions.

I. Floodplain information, including the location of the 100-year flood limits for all flows of 100 cfs or more with 100-year flood water surface elevations, shall be indicated.

1. Where natural floodprone areas, such as washes, channels, drainageways, etc., exist within the development document boundaries of the drawing, water surface contours for the 100-year flood with water surface elevations indicated must be shown and clearly labeled.

2. The linear distance between water surface contour intervals should not exceed 200 feet unless prior agreement has been made with the City Floodplain Engineer or designee.

3. A symbol identical to that used to represent the water surface contour intervals on the [development package documents](#) should be included in the legend.

4.9 Information on Proposed Development

The following information on the proposed project shall be shown on the drawing or added as notes.

A. Draw in all proposed lot lines with approximate distances and measurements.

B. Identify each block or lot by number within the subdivision boundary and include the approximate square footage of each, or a note may be provided stating that all lots comply with the minimum lot size requirements.

C. If the project has common areas, label each common area individually with a separate letter designation. Enclose with a solid line each common area, private street, etc., that will have separate restrictions, a separate homeowners' association, or any common area that is separated by a public right-of-way.

D. Delineate proposed Natural Undisturbed Open Space (NUOS) in a surveyable manner.

E. Proposed land splits or existing lot lines shall be drawn on the plan with dimensions and the identification number and approximate square footage of each lot. (Please be aware that, if land division occurs and the number of lots falls within the definition of subdivision, a subdivision plat is required.) Land splits require a separate permit and review.

F. All existing zoning classifications on and adjacent to the project (including across any adjacent right-of-way) shall be indicated on the drawing with zoning boundaries clearly defined. If the property is being rezoned, use those boundaries and classifications. The basis for this requirement is that some zoning requirements on a project are based on the zoning classification of adjacent property. Also, in some instances, each zone has to be taken into consideration on property that is split by two or more zoning classifications, as each may have different requirements.

G. If the project is to be phased, provide calculations, setbacks, etc., to indicate that each phase complies with all requirements as a separate entity. Show phase lines on the drawing. Show and label any

temporary improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.

H. Proposed traffic circulation:

1. Proposed traffic circulation will be designed in accordance with Section 10-01.0.0, *Street Technical Standards*, of the Technical Standards Manual, to include streets, intersections, street names, right-of-way widths, curve radii of centerlines and curb returns, and proposed improvements, such as pavement, curbs, access points (driveways), accessible ramps, and sidewalks. Street improvements, such as sidewalks, curbs, pavement, and accessible ramps, do not need to be drawn on the plan if such information is provided on typical street cross sections.

Please be aware that, if a new street is created (for other than for subdivisions) which divides the property into two or more lots, a subdivision plat is required (refer to the definition of subdivision in Section 11.4.20 of the UDC).

2. Show future and existing sight visibility triangles. On a designated MS&R street, the sight visibility triangles are based on the MS&R cross-section.

3. Indicate fire circulation, including accessibility and vehicle maneuverability.

4. Indicate if existing streets are public or private; provide street names, widths, curbs, sidewalks, and utility locations, all fully dimensioned.

5. If utilizing parking area access lanes (PAALs), they shall be designed in accordance with Section 7.4.6, *Motor Vehicle Use Area Design Criteria*, of the UDC.

a. Show all motor vehicle off-street parking spaces provided, fully dimensioned. As a note, provide calculations on the number of spaces required (include the ratio used) and the number provided, including the number of spaces required and provided for the physically disabled. The drawing should indicate parking space locations for the physically disabled. A typical parking space detail shall be provided for both standard parking spaces and those for the physically disabled. For information on parking requirements for the physically disabled, refer to adopted building and accessibility codes of the City of Tucson. Design criteria for parking spaces and access are located in Section 7.4.6, *Motor Vehicle Use Area Design Criteria*, of the UDC.

b. If any of the required parking is located off-site as permitted by the UDC, a drawing of that parking area is to be provided, together with the city's required parking agreement (include a copy of the lease agreement if applicable) must be provided. Please remember that in these situations, if the off-site parking location is a new parking area, it must comply with all parking area requirements and must be allowed as a principal use by the zoning classification of that property. If the off-site parking area location is an existing parking lot, the parking spaces utilized for the proposed land use must be nonrequired parking for the existing use for which the parking area was established.

c. Show all loading zones, and vehicle maneuverability fully dimensioned, and access route, and provide, as a note, the number of loading spaces required, the number provided, and the design vehicle.

d. Show bicycle parking facilities fully dimensioned. For specifics, refer to Section 7.4.9, *Bicycle Parking Design Criteria*, of the UDC. Provide, as a note, calculations for short and long term bicycle spaces

required and provided.

6. If the project is phased, the phase under consideration shall be designed so those later phases are assured legal access. If such access is provided through the phase under consideration, public streets are required, or access easements must be delineated and dedicated for such use. If private easements are utilized, protective covenants establishing the right of access, maintenance and incorporation of future phases into this project are required.

7. If streets are proposed, indicate if they are designed for on-street parking to accommodate visitor parking or if parking is provided in common parking areas. Visitor parking is to be evenly distributed and usable by all residents of the project. Extra parking on individual lots, such as tandem parking in driveways, does not count toward visitor parking, as it is not available to other property owners within the project. Design criteria for streets are located in Technical Manual Sec. 10-01.

Streets designed at the minimum width, without on-street parking, need clearance for access to all homes by life safety vehicles and, where no alleys are provided, by refuse collection vehicles. If motor vehicles are parked along streets that are not designed to allow for parking, life safety services will be inhibited and, in many situations, blocked.

I. Show all right-of-way dedications on or abutting the site and label. If the [development package documents](#) have been prepared in conjunction with a subdivision plat or is required as a condition of approval of a review process, such as a rezoning, street dedications in accordance with the *Major Streets and Routes (MS&R) Plan* may be required by these processes.

Projects bounded by streets having only a portion of the right-of-way width dedicated will be required to dedicate right-of-way, up to one-half, to complete the street width.

Should there be any proposed street or alley vacation, provide this information. If vacation has occurred, include the recording information.

J. If street dedication is not required or proposed and the project site is adjacent to a Major Street or Route, draw the Major Street right-of-way lines for those streets. (Add the MS&R future sidewalk, right-of-way lines, sight visibility triangles, etc.)

K. Identify and provide dimensions, approximate areas in square footage, and purposes of any lots proposed for dedication (such as open spaces, recreation areas, or natural areas) or for reservation for a public use (such as public parks, water facilities, or school sites).

L. All proposed easements (utility, sewer, drainage, access, etc.) are to be dimensioned and labeled as to their purposes and whether they will be public or private. The easements may have to be recorded and the recordation information added to the development package prior to approval.

M. Grading Plan

1. A conceptual grading plan is required on projects with significant topographic conditions. The PDSD Engineering Administrator or designee will determine the need for such a plan.

2. *Concurrent Review*. For all projects, grading plans may be included in the development package and will be reviewed concurrently.

3. *Tentative Plats - Non Concurrent Review*. A separate grading plan may be submitted after the

second resubmittal of the tentative plat; however, the grading plan cannot be approved unless it is conformance with an approved tentative plat.

Note: In the case of a tentative plat submitted in conjunction with a rezoning request, the tentative plat and grading plan cannot be approved until 30 days after adoption of the rezoning ordinance. See Section 3.5.3.K.6, *Ordinance Effective Date*, of the UDC.

N. In conjunction with a drainage report or statement, as applicable, prepared in accordance with the City Engineer's instructions and procedures, the following information will be indicated on the [development package documents](#). For additional information regarding drainage [standards](#), see the City of Tucson [Standards Manual for Drainage Design and Floodplain Management](#).

1. Show areas of detention/retention including 100-year ponding limits with water surface elevations.
2. Indicate proposed drainage solutions, such as origin, direction, and destination of flow and method of collecting and containing flow.
3. Provide locations and types of drainage structures, such as, but not limited to, drainage crossings and pipe culverts.
4. Indicate all proposed ground elevations at different points on each lot to provide reference to future grading and site drainage.
5. Verification will be provided that any drainage solutions which occur outside the boundaries of the development document area are constructed with adjacent owners' permission. (Additional notarized documentation of that approval will be submitted with the drainage report.)
6. The 100-year flood limits with water surface elevations for all flows of 100 cfs or more will be drawn on the [development package documents](#).
7. Draw locations and indicate types of off-site runoff acceptance points and/or on-site runoff discharge points.

O. All applicable building setback lines, such as erosion hazard, floodplain detention/retention basins, and zoning, including sight visibility triangles, will be shown.

P. The following Pima County Wastewater Management information will be indicated on the [development package documents](#).

1. Preliminary sewer layout, including points of connection to existing sewers, proposed rim and invert elevations, and flow arrows at all manhole locations, length and percent of grade between manholes, size of pipe, and proposed flow-thru locations, should be shown if applicable.
 - a. The preliminary sewer layout shall be designed so that manholes will not interfere with street survey monuments. However, survey monuments may be offset from manhole locations if so indicated on the plan.
 - b. Where sewers must be located in easements other than drainageways, the sewer and easement must be located entirely on one lot, or a note must be added to the plan which states the following. "No permits will be issued for any structures proposed to be built within a sewer easement."

c. The minimum width of sanitary sewer easements shall be 20 feet. If applicable, indicate that off-site easements will be recorded by separate instrument. Easements may have to be recorded and the recordation information added to the development package prior to approval.

d. All sanitary sewers will be designed to provide gravity flow, if possible.

Q. Provide the square footage and the height of each commercial, industrial, or business structure and the specific use proposed within the footprint of the building(s).

R. Show on-site pedestrian circulation and refuge utilizing location and the design criteria in Section 7-01.0.0, *Pedestrian Access*, of the Technical Standards Manual.

S. Show existing or proposed pedestrian circulation along abutting rights-of-way. Such sidewalks must comply with accessibility requirements for the physically disabled and the design criteria in Section 10-01.0.0, *Street Technical Standards*, of the Technical Standards Manual.

T. Show refuse collection areas, including locations of dumpsters, screening location and materials, and vehicle maneuverability, fully dimensioned, and access route. If dumpster service is not proposed, indicate type of service. For specific information on refuse collection, refer to Section 8-01.0.0, *Solid Waste and Recycle Disposal, Collection, and Storage*, of the Technical Standards Manual. Refuse collection on all projects shall be designed based on that section, even if collection is to be contracted to a private firm.

U. Indicate graphically, where possible, compliance with conditions of rezoning.

V. For gang mailboxes indicate location to assure there are no conflicts with other requirements, such as pedestrian accessibility, utilities, and landscaping.

W. Indicate the locations and types of proposed signs (wall, free-standing, pedestal) to assure there are no conflicts with other requirements and that minimal locational requirements can be met. Indicate if there are any existing billboards on site. Compliance to the Sign Code, Chapter 3 of the Tucson Code, is required.

X. Show compliance with landscaping and screening requirements by locations, material descriptions, and dimensions. Specific plant or hardscape material shall be detailed on a landscape plan. A detailed landscape plan is required. In accordance with Section 2-11.0.0, *Landscape Plan Requirements*.

2-06.5.0 FLEXIBLE LOT DEVELOPMENT (FLD) - ADDITIONAL REQUIREMENTS

5.1 Site Plan Required

FLDs not proposing to subdivide the project site must prepare a site plan in accordance with Section 2-06.0.0, *Development Package*, including Section 2-06.5.3, *Additional Information*;

5.2 Tentative Plat Required

An FLD proposing to subdivide the project site into two or more lots must prepare a tentative plat. Tentative plats for FLDs must be prepared in accordance with Section 2-06.0.0, *Development Package*, including Section 2-06.5.3, *Additional Information*, and the following developable area information:

A. Provide, by note on the plat, the developable area calculation for the entire FLD; and,

- B. Show the maximum developable area of each lot (i.e., building footprint).

5.3 Additional Information

The following are required in addition to the requirements of the tentative plat or site plan, whichever is applicable:

A. Reduced Perimeter Yards

Street perimeter yards along interior street rights-of-way and perimeter yards between interior lots may be modified in accordance with Section 8.7.3.L, *Perimeter Yards on Interior Lots*, of the UDC. Applicants requesting a perimeter yard reduction must indicate what the required and reduced perimeter yards are and their locations. Applicants requesting a reduced street perimeter yard must provide a written description of how the reduced yard will enhance the architectural design or the vehicular circulation in the FLD and submit a transportation statement, or if required by the Department of Transportation, a traffic impact analysis;

B. Maximum Density Option

Applicants requesting a Maximum Density Option in accordance with Section 8.7.3.C.3.b must demonstrate compliance with the applicable criteria by written report or on the plat or site plan, whichever is appropriate;

C. Functional Open Space

Delineate the boundaries of the proposed functional open space on the tentative plat or site plan, whichever is applicable. Provide, by note on the plat, the required and proposed functional open space calculations;

D. Building Elevations

Provide dimensioned building elevations of all proposed units. The elevations can be preliminary drawings. The model home construction plans will be used to determine exact setbacks and screening requirements at the time of application for building permits;

E. Architectural Variation Plan

When applicable, an architectural variation plan is required in accordance with Section 8.7.3.M.1 of the UDC as follows:

1. Identify on the tentative plat or site plan the lots and/or units that must provide architectural variation; and,
2. Provide a written statement and drawings (such as elevations and building footprints) demonstrating how the proposed architectural variation techniques comply with Section 8.7.3.M.1 of the UDC.

F. Privacy Mitigation Plan

When applicable, a privacy mitigation plan is required in accordance with Section 8.7.3.M.2.d of the UDC as follows:

1. Identify on the tentative plat or site plan the lots and/or units that must provide privacy mitigation;

2. Provide photographs of the site and its interface with the adjacent properties documenting the existing conditions; and,
3. Provide a written statement and drawings (such as elevations and landscape plans) demonstrating how the proposed mitigation techniques comply with Section 8.7.3.M.2.b of the UDC. The plan should include when practicable additional design elements to increase privacy such as the siting angle of buildings, windows, and lots;

F. Covenants, Conditions, and Restrictions

1. Provide three copies of the Covenants, Conditions, and Restrictions (CC&Rs) regarding the homeowner's association's responsibility for the ownership and maintenance of commonly-owned property.
2. Provide two copies of the protective covenants or common use agreements for any shared areas being established by easements over individually-owned property.

SECTION 2-07.0.0: FINAL PLAT, BLOCK PLAT, MINOR SUBDIVISION, AND CONDOMINIUM PLAT APPLICATIONS

Section

- 2-07.1.0 APPLICABILITY
- 2-07.2.0 APPLICATION SUBMITTAL REQUIREMENTS
- 2-07.3.0 SUBMITTAL TIMING
- 2-07.4.0 FORMAT REQUIREMENTS
- 2-07.5.0 CONTENT REQUIREMENTS
- 2-07.6.0 APPROVAL DOCUMENTS AND PROCEDURE

2-07.1.0 APPLICABILITY

Final plats, block plats, minor subdivisions, and condominium plats shall be prepared according to the requirements provided below. Hereafter referred to as "plat" or "plats."

A final plat serves as a survey document suitable for recordation of all or part of an approved tentative plat, if applicable. The final plat must conform to the approved tentative plat or site plan in lot configuration, design, and required conditions of development. The final plat, once approved, is recorded in the Pima County Recorder's Office. The final plat is kept on file and becomes part of the permanent record for the subject site.

2-07.2.0 APPLICATION SUBMITTAL REQUIREMENTS

Plat application packets are available from the PDSD Department. Completed applications and